

2013-21

**To:** Committee of the Whole, Finance Section  
**From:** Municipal Treasurer  
**Date:** December 31, 2012  
**Re:** Commentary on the November Monthly Statement of Revenues and Expenditures

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This memorandum ties into the numbers on the Statement of Revenues and Expenditures, with explanations for variances that are +/- 5% beyond what might be expected.

#### REVENUES

(1) Grants in Lieu of Taxes YTD: \$162,239 Budget: \$159,537 101.69%

These grants are received at various times of the year, which are usually expected at: Federal Government – late August; University of Victoria – October; Hydro – tax due date. The Federal grant is budgeted on the low side since the government determines the fair value of its land, and calculates the grant using this figure.

(2) Provided to Other Governments YTD: \$12,618 Budget: \$12,400 101.76%

The fee for services to other governments was received in July when the first school tax payment was remitted to the Province.

(3) Solid Waste Disposal YTD: \$1,217,729 Budget: \$1,216,898 100.07%

The solid waste disposal fees are charged on the property tax notices and are deemed to be received when the notices are sent out. Any outstanding amounts are reflected in the unpaid taxes.

(4) Licenses and Permits YTD: \$603,537 Budget: \$547,900 110.15%

This is high because the dog and business licenses are paid at the beginning of the year, and the building permit revenue does not come in at a steady rate. At November 30 the licenses and permits are as follows:

	Year to Date	Budget	% Collected
Dog licenses	\$60,629	\$55,000	110.23%
Business licenses	\$86,233	\$84,000	102.66%
Building permits	<u>\$403,818</u>	<u>\$360,000</u>	112.17%
	<u>\$550,680</u>	<u>\$499,000</u>	110.36%

(5) Returns on Investment                      YTD: \$150,502                      Budget: \$142,000                      105.99%

With the low rates of return over the last few years, we budget conservatively in this account. During September we received a dividend of \$16,800 from the Municipal Insurance Association, representing a portion of its 2011 surplus.

(6) Penalties and Interest on Taxes                      YTD: \$121,772                      Budget: \$115,500                      105.43%

Penalties are added once per year, the day after the tax due date (July 4). This year the penalties totaled \$110,475 (budget is \$100,000). Interest is paid as taxes in arrear and delinquent are paid, with the outstanding interest at the end of the year being added each December 31.

(7) Transfers from Reserve Funds                      YTD: \$0                      Budget: \$2,895,188

Transfers from our own reserve funds are made at the end of the year. This is done for two reasons: most of the transfers fund particular projects and if monthly transfers were to be made it would involve a great deal of additional accounting work without any real benefit, and, for those funds which are in statutory reserves, keeping the money in the reserves until the year-end means that the reserves earn interest on that money.

(8) Miscellaneous Other Revenues                      YTD: \$97,814                      Budget: \$485,606                      20.14%

82% of the budget is made up of internal transfers (\$300,000) and donations/grants from non-government organizations (\$68,000). The internal transfers take place at the end of the year, and show up as an expense of the same amount in "Transfer to own Reserves and Utilities" line under expenditures. The grants will be received later in the year, once the related capital projects have been completed.

(9) Conditional Transfer from Federal Government                      YTD: \$2,500                      Budget: \$740,500                      0.34%

Most of this is for the capital grant for Bowker Creek remediation (\$738,000), which has not been received.

(10) Conditional Transfers from Other Local Governments

YTD: \$81                      Budget: \$10,300                      0.79%

Almost all of this budget is the \$10,000 which is recorded at the end of the year for the fee paid to Oak Bay for collecting the money related to the CREST program; this is in turn paid back to the CRD who does all the accounting work for this program.

## EXPENDITURES

(11) General Administration YTD: \$1,143,470 Budget: \$1,338,616 85.42%

The audit fees and other year-end consulting fees have not been accrued. Without these, the General Administration accounts would be at 87.58% of budget.

(12) Other General Government YTD: \$412,417 Budget: \$1,077,589 38.27%

Included in this category is the \$500,000 grant to the School Board, the first half of the OCP review and the purchase of carbon off-sets, none of which have been paid. Without these, the costs to date would be at 88.20% of budget.

(13) Emergency Preparedness YTD: \$52,160 Budget: \$93,342 55.88%

Approximately 66% of the \$11,000 budget for EOC training of staff and Council members has been spent. \$6,000 will be transferred at the end of the year towards the cost of developing a business plan for the municipality, and another \$5,000 which will be reserved to eventually replace the emergency response vehicle. To date, nothing has been spent on secretarial services, for which there is a budget of \$8,165.

(14) Common Services (Engineering) YTD: \$954,218 Budget: \$1,159,191 82.32%

At November 30 \$42,300 of the contract for the road scan project remained unspent. This project will be completed by the end of the year. Various small pieces of equipment and software have not been replaced yet.

(15) Roads, Sidewalks, Transportation YTD: \$1,356,418 Budget: \$1,647,028 82.36%

This category covers a number of different areas, all relating to roads and transportation. The following is a breakdown of the major ones:

	YTD	Budget	
Road & sidewalk maintenance	\$600,690	\$653,084	91.98%
Storm drain maintenance	\$250,505	\$301,912	82.97%
Street cleaning, leaf pickup, snow clearing	\$279,355	\$385,153	72.53%
Street lighting	\$214,340	\$261,979	81.81%

At the end of November \$107,138 of the \$200,744 leaf clearing budget has been used.

(16) Garbage Collection & Disposal YTD: \$801,903 Budget: \$971,922 82.51%

The tipping fees for November have not yet been paid.

(17) Other Recreational & Cultural Services YTD: \$65,589 Budget: \$96,289 68.12%

Included in this category are the Heritage Commission and the Archives, both of which are very underbudget. Oak Bay has recently entered into a contract for a review of the Archives, and this will bring the actual costs in line with the budget. The Heritage Commission's budget includes \$17,500 for a consultant to work on a community heritage strategic plan. In both cases the first payment for consultant work was made in October.

(18) Transfer to Own Reserves & Utilities YTD: \$1,608,817 Budget: \$2,425,558 66.33%

A monthly transfer is made to the Sewer Fund. During July a number of the one time transfers to the Capital Works Replacement Reserve Fund were made, but the largest ones will be carried out at year end.

(19) Transfer to Library, Social Grants YTD: \$916,831 Budget: \$916,761 100.01%

Under the terms of the Library agreement, we have to pay the library two months in advance. Therefore the amount paid by the end of October was for December. In July the social grants were paid to the organizations.

(20) Capital Expenditures YTD: \$1,784,539 Budget: \$3,884,094 45.94%

Until the budget was adopted in mid-May, only capital projects that had received early approval from Council or those that were carried over from 2011 could proceed. Please see the Capital Projects Financial Report for more details of what is included in these figures.

(21) Transmit Taxes to Others YTD: \$15,582,515 Budget: \$15,717,308 99.14%

These are the taxes collected on the Oak Bay property tax notices and subsequently remitted to various organizations. In most cases the remittances must be made by the beginning of August. School taxes and Transit taxes are paid as they are collected.

(22) Miscellaneous Other Services YTD: \$197,491 Budget: \$358,373 55.11%

The budget contains money for contingencies, property tax adjustments, certain grants, tea party costs and retirement payments. The major costs that have been incurred to November 30 include decorations (hanging baskets), the Oak Bay tea party and Oak Bay Volunteers grants, costs related to the tea party, tax reassessments and retirement payments.

## WATER UTILITY FUND

(23) Internal Revenues YTD: \$0 Budget: \$464,631

These internal revenues come from our own reserve funds. Please see the explanation above regarding "Transfers from Reserve Funds".

## SEWER UTILITY FUND

(24) Internal Revenues YTD: \$1,166,319 Budget: \$1,611,170 72.39%

\$1,272,352 of the budget is the transfer of revenue from the General Fund to the Sewer Fund and the year to date figure represents eleven months of these transfers. The remaining \$338,818 is made up of various transfers from reserves to finance specific projects, and these transfers will not take place until the end of the year.

(25) Grants YTD: \$266,771 Budget: \$531,324 50.21%

The gas tax revenue transfer is given to us in two payments. We received the first one in July, and expect the second one in December.

(26) Sewer Supply & Operation YTD: \$1,595,620 Budget: \$2,801,113 56.96%

Included in the budget figure is \$901,324 for transfers to the Capital Works Replacement fund. This transfer is done at year end. If this is not included, the year to date costs represent 83.99% of the budget.



Patricia Walker  
Municipal Treasurer

## MEMORANDUM

2013- 22

To: Committee of the Whole, Finance Section

From: Deputy Treasurer

Date: January 16, 2013

Re: MUNICIPAL WI-FI SERVICES

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During the October 15, 2012 Committee of the Whole meeting, I presented a report outlining three ways to offer Wi-Fi services to the community. The three options were:

### Option 1: Shaw Proposal

Shaw proposed that they be allowed to place their Wi-Fi access points on Oak Bay infrastructure (buildings, light poles and pedestrian lights). They will pay a small fee for the use of the infrastructure and energy consumption. This would allow free Wi-Fi for Shaw customers only.

### Option 2: Telus Proposal

Telus has offered an option through which we could extend our new telephone and data system to enable Wi-Fi access points. Since the Wi-Fi access points would tie into our existing network, we would be able to provide public Wi-Fi and also private Wi-Fi for our employees. The total cost to install Wi-Fi devices at the Municipal Hall, Recreation, Henderson and Monterey Centres is \$40,000.

### Option 3: Combination

Combination of options 1 and 2. We would have Telus install Wi-Fi devices at the Municipal Hall, Recreation, Henderson and Monterey Centres and Shaw can place their Wi-Fi access points on our light poles and pedestrian lights (not in Municipal buildings).

Varying opinions were expressed by the Committee; however, the general consensus was that the Municipality should provide free Wi-Fi to all users at the Municipal Hall, Recreation, Henderson and Monterey Centres. The Committee was in favour of option 3 and two recommendations were carried:

1. That staff be directed to provide a report to the Committee on the cost for Telus to provide public Wi-Fi services in municipal buildings and the potential and cost to upgrade to a private network at a later date.
2. That staff proceed to discuss possible terms to engage Shaw to deliver the public Wi-Fi services on light poles and pedestrian lights.

The first recommendation was due to the fact that the Committee felt that the \$40,000 costs to provide Wi-Fi was too expensive and perhaps we could look at other options such as public only access instead of public/private access. The security concerns with a private network increased the costs dramatically and it was noted that the costs for public only Wi-Fi would be around \$10,000 plus internet access costs.

The second recommendation followed as the Committee felt that the Shaw proposal to deliver their public Wi-Fi services on light poles and pedestrian lights would benefit some citizens of Oak Bay in areas that the Municipality would be unable to provide the service.

Since October I have had discussions with both Telus and Shaw regarding the Committee's recommendation. The following proposal has been reached with Shaw and I feel it meets our overall goal with no financial cost to the Municipality.

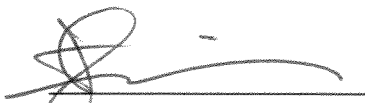
### **Shaw Proposal**

Shaw proposes that they be allowed to place their Wi-Fi access points on Oak Bay infrastructure (buildings, light poles and pedestrian lights). Shaw will provide free Wi-Fi for all residents and customers from access points at our Municipal Hall, Recreation, Henderson and Monterey Centres. Shaw customers will have additional free Wi-Fi from access points Shaw provides outside of these facilities. Shaw will pay a small fee for the use of Oak Bay's infrastructure and energy consumption. Prior to installation, each access point location will have to be approved by the Municipality. The term of the agreement is for a period of 10 years with a 5 year renewal option. An agreement has been drafted and is attached (Appendix A).

### **Recommendation:**

The Shaw proposal negates the need to explore the options of purchasing our own Wi-Fi devices through Telus for our Municipal buildings. The Shaw proposal provides Wi-Fi service to Oak Bay residents and customers at no cost to the Municipality. The Municipality will not incur any monthly internet charges, maintenance or capital costs. The only item that the Shaw proposal is not providing is a private network for our employees and they will therefore not be able to use their portable devices. However, I believe that we may be able to achieve this in the future using the proposed Shaw access points.

If the Committee agrees with this recommendation, a suggested resolution is that it be recommended to Council that the Municipality enter into an agreement with Shaw for municipal Wi-Fi services.



Fernando Pimentel  
Deputy Treasurer



## MEMO

2013-23

TO: Committee of the Whole  
FROM: Director of Engineering Services  
DATE: January 15, 2013  
RE: Parking on Larkdowne Road

### **BACKGROUND**

The Municipality has received a letter from the resident of 2344 Middowne Road in regard to traffic at the intersection of Lansdowne Road and Larkdowne Road. The resident has expressed her concerns for safety at the intersection and requests “resident-only” parking on Larkdowne Road. The issues accompanied with the engineering responses are as shown below.

### **DISCUSSION**

*1. Request to extend the existing yellow line [to force parked vehicles further south from the intersection leaving more room for right turn traffic from Lansdowne Road]:*

Larkdowne Road is a narrow street with a width of 7.3m. Drivers have to slow down when there is parking on the street. At the intersection with Lansdowne Road, there is an existing stop sign and approximately 8m of yellow curb before the stop sign. This intersection is at the top of the Lansdowne hill.

Right turn divers from Lansdowne Road onto Larkdowne Road have an existing sight distance of approx 21m. This sight distance is adequate for a speed of 20km/h, but is insufficient for speeds of 30km/h and over.

Urban un-signalized intersections are designed for turning speeds of 20km/h. The BC Automobile Act requires drivers to use “due care and attention” and not drive “at a speed that is excessive relative to the road, traffic, visibility or weather conditions”. At this intersection, as in all others, drivers are required to adhere to these principles.

Accident history at this intersection shows only one accident, and both vehicles involved were on Lansdowne Road.

Summarizing all of the above, there are no technical reasons for modifications. However, if Committee of the Whole wishes to eliminate parking to accommodate the request, the existing yellow curb at the stop sign could be extended by an additional 4m.



## 2. Request for 'resident-only' parking.

Staff has received two resident complaints of parking on Larkdowne, including both the letter noted above and a complaint submitted by phone. It has generally been the case that Council adjudicate as to whether or not a street be changed to a "resident-only" designation. Additionally, designation of "resident-only" parking in isolated areas has rarely been ordered. However, if Council feels there is merit in making regulatory changes, two hour parking or some other appropriate time period should be considered before a "resident-only" designation is implemented. (Note: Henderson Road and Westdowne Road are currently one hour parking, and Middowne Road is currently two hour parking).

## **RECOMMENDATION**

Committee of the Whole receive this report for information

A handwritten signature in black ink, appearing to read 'D. Marshall', with a long horizontal flourish underneath.

D. Marshall B.Sc., A.Sc.T.  
Director of Engineering Services



## MEMO

2013-24

TO: Committee of the Whole  
FROM: Director of Engineering Services  
DATE: November 28, 2012  
RE: Active Transportation Advisory Committee - Proposed Projects

### **BACKGROUND**

At the November 19, 2012 Committee of the Whole meeting, staff was directed to report back to the Committee on the various proposals put forward by the Active Transportation Advisory Committee (ATAC), including cost estimates. Specifically, the projects that the Committee wanted further details and cost estimates on were the proposed east/west cycling corridor along Haultain Street, implementation of a wayfinding system, the establishment of a north/south pathway from Lansdowne Road to the University of Victoria, and a proposal for hiring a consultant to create a “complete street” plan for Oak Bay Avenue and a connector to the Oak Bay High School.

### **DISCUSSION**

Municipal Engineering Staff has undertaken an initial review of the aforementioned components and the initial assessments and costs are as follows:

**1. East-West Cycling Corridor-Haultain/Foul Bay Project:** the scope of this endeavour is manageable within existing municipal engineering staff capacity.

The Capital Regional District Regional Pedestrian and Cycling Master-plan has defined Haultain Street as a bikeway within the City of Victoria and District of Saanich (the section of Haultain Street within Oak Bay is not defined as a bikeway See attachments # 1 & 1a). Oak Bay's ATAC has recommended upgrading the intersection of Foul Bay and Haultain Street so that a cyclist will not be required to dismount their bike to cross Foul Bay Road. At this intersection, the east side of Foul Bay Road is within Oak Bay, and west side is within the District of Saanich. Foul Bay Road is a two travel-lane arterial road. There is an existing pedestrian activated flashing beacon and marked crosswalk, which cyclists can also use.

In year 2012, CRD bike counts at this intersection show 46-52 cyclists using Haultain Street and crossing Foul Bay Road at peak hours (8:00-9:00AM). The peak hour vehicle volume is 631. These numbers result in adequate crossing opportunities for cyclists (according to Traffic Association of Canada's (TAC) gap analysis method).

To achieve the goal of cyclists crossing Foul Bay Road without dismounting their bikes, there are two options:

- Option One is to add an additional push button for cyclists only on Haultain so they can activate the existing pedestrian flashing beacon and cross.
- Option Two would include the installation of standard traffic lights at this intersection [similar to the one at Shelburne and Mortimer (see attachment # 2)].

As this would see cyclists cross Foul Bay Road north of the existing crosswalk, Option one has no legal requirement for drivers on Foul Bay Road to stop for cyclists and could raise liability issues in the event of an accident. Additionally, there does not appear to be such an installation elsewhere in the region. Due to the safety and potential liability concerns that arise from this option, it is not recommended.

Option two would require a 'warrant'<sup>\*1</sup> study for new traffic lights, but based on available data, it is unlikely that such an installation would be 'warranted' [An independent consultant's review of this would be in order – estimated cost \$1,000]. However, this intersection should be monitored as bike traffic, pedestrian and vehicle traffic increases in the future. In the future traffic lights may be warranted.

Municipal Engineering Staff has contacted District of Saanich Traffic Staff and they are of the opinion that the current configuration should be retained (i.e. cyclists should dismount their bikes and use the crosswalk). They don't feel "comfortable" installing additional push buttons for cyclists on top of the current system.

(<sup>\*1</sup> note: The 'Warrant' system, endorsed by The Traffic Association of Canada (TAC) is almost universally used throughout the country. The purpose of the TAC manual and guidelines is "to provide optimum standards for the use of devices for the control of traffic and the provision of information to drivers and other road users"

*These devices should be approved by a relevant agency (e.g. a municipality) then it becomes legislation, and can be enforced by the police. Council could approve an installation that does not follow these guidelines, but such a move could be problematic in the event of an accident. )*

#### **RECOMMENDATION #1:**

That no action be taken in respect to the intersection of Haultain Street and Foul Bay Road at this time.

**2. Wayfinding Signs:** the scope of this endeavour is manageable within existing Municipal Engineering Staff capacity.

Oak Bay's ATAC has recommended adding 'wayfinding' signs along Haultain Street. These signs could be installed on Haultain Street according to the Capital Regional District Regional Pedestrian and Cycling Master-plan Design Guidelines. Their purpose is to direct cyclists to different destinations (see sample on the attachment # 2). Approximately six wayfinding signs are needed on Haultain Street. The cost per sign installed is \$150 resulting in a total cost of \$900.

Expansion of this route (for example to Beach Drive) would increase the cost proportionately. Once a defined route has been selected this estimate could be updated accordingly.

#### **RECOMMENDATION #2:**

If the Committee wishes to consider implementing the required signage on Haultain Street, it could refer the cost of the project to the Estimates Committee for consideration during budget deliberations.

**3. Lansdowne/UVic North-South Pathway (primarily a 3m wide walk/cycle path):** The scope of this endeavour is not manageable within existing Municipal Engineering Staff capacity. A competitive bid process to obtain a suitable consultant would be necessary to advance this project. A possible approach would be to obtain a consultant to generate the design in 2013. It is very difficult at this stage to speculate as to how much the design process might cost but I would estimate that an amount in the order of \$30,000 would be a reasonable amount. The actual construction of the project would follow in a future budget year.

Staff visited the site with an ATAC member to discuss the various aspects of the project. This project poses many obstacles, some of which are very costly to address. The following summary identifies most of the issues that would be encountered in the development of this project. The cost estimates are very approximate and will no doubt vary up or down in the final analysis by the consultant. The scope of the work is shown on Attachment # 3.

Inasmuch as the pathway runs through the Municipality's recreational properties, and the School District's property, preliminary input from both the Parks and Recreation Commission and the School District should be sought.

**Section 1-(140M): From Lansdowne Road to Woodburn Avenue** **\$50,000 - \$100,000**

Municipal Lane 10ft wide from Lansdowne Road going north 110M and Municipal Lane 5ft wide between 3121 and 3131 Woodburn Avenue. It is private property on each side of these two Municipal lanes.

10ft wide lane issues to consider:

- Safety at lane and Lansdowne road.
- Removal of trees, shrubs, and hedges from west side of lane.
- Installation of fences on west side between public and private property.
- Unable to attain 9ft width midway along path and at the north end without removal of oak trees and other mature trees.
- Removal of minor plants and bushes on east side.
- Removal of existing meandering 4 foot asphalt path.
- Removal of top soil and excavation to suitable sub-base for path construction.
- Possibility of some rock removal required.
- Construction of all-weather path and base.
- Re-grading and landscaping on east side of path.
- Fencing on east side of lane.
- Safety concerns at intersection of 10ft lane and 5ft lane.
- Obtaining easements.
- Consultation with neighboring property owners.

Additional issues

5ft wide lane

- Increase lane width to 10ft.
- Removal and relocation of hydro pole and wiring.
- Removal and relocation of light standard.
- Installation of north side fence.

**Section 2- (640M): Woodburn Avenue** **\$15,000**

Along road from 3121 Woodburn Avenue to 3431 Woodburn Avenue (at Uplands School)

Use existing road and sidewalk

- Installation of signage
- Spot sidewalk repairs and drops

**Section 3-(225M) Uplands School** **\$200,000 - \$250,000**

Uplands School Grounds – 10ft wide path over the east side of field

10ft wide path issues to consider:

- Entrance form cul-de-sac to school field
- Construction of all-weather path and base
- Drainage
- Removal of existing boggy soil conditions
- Flood plain area
- Loss of soccer field use
- Loss of baseball fields
- Re-grading and raising of existing fields
- Protection of walkers and cyclists from playing field activities
- Drainage changes in backyards at the north west of Woodburn Avenue
- Consultation with School District
- Obtaining easement

**Section 4-(165M) Henderson Baseball Field**

**\$150,000 - \$200,000**

Henderson Recreation baseball field east side – 3<sup>rd</sup> baseline area

10ft wide path issues to consider:

- Loss of area from 3<sup>rd</sup> baseline east - foul territory
- Walker and cyclist safety in foul territory
- Reconstruction and covering of open storm ditch
- Removal trees along open storm ditch
- Construction of all-weather path and base
- Chain-link fence on both sides of path by ball field
- Errant golf ball protection
- Removal of bull pen
- Removal of batting cage
- Location for new bull pen and batting cage
- Construction of new bull pen
- Construction of new batting cage
- Loss of portion of practice tees
- Hazard at south east corner recreation centre building with vehicles and walker/cyclist

**Section 5-(210M) Henderson Entrance Road and Path**

**\$70,000 - \$130,000**

Henderson Recreation east side entrance road

10ft wide path issues to consider:

- Tall hedge and root removal
- Construction of all weather path and base
- Separation of path and vehicle traffic
- Consultation with residence

**Section 6-(560M) Haro Road Section**

**\$175,000 - \$200,000**

Haro Road R/W Section

10ft wide path issues to consider:

- Cedar Hill Road Crosswalk
- Tree removal
- Existing asphalt removal

- Construction of all weather path and base

**Preliminary Total**                      **\$660,000 - \$895,000**

### **RECOMMENDATION #3:**

If the Committee wishes to further consider the north/south pathway from Lansdowne to UVIC, it could refer the project to Estimates Committee with respect to hiring a consultant to further develop the proposed project.

The Committee may also wish to obtain preliminary input from the School District and the Parks and Recreation Commission on the concept of the pathway.

**4. Oak Bay Avenue Project:** The scope of this endeavour is not manageable within existing municipal engineering staff capacity. A competitive bid process to obtain a suitable consultant would be necessary to advance this project. A possible approach would be to obtain a consultant to generate the design in 2013. The actual construction of the project would follow in a future budget year(s).

This particular component of the ATAC list is extremely varied in its scope. There are many aesthetic considerations that would need to be analyzed and vetted by the various stakeholders. It is probably a project that would need to be referenced in the upcoming OCP review. Probably one of the most basic considerations would be the 'look and feel' of the avenue. Some questions\considerations would include:

- Is it desirable to have a central median for planting.
- Is parking for vehicles on both sides required.
- Are bike lanes on both sides required.
- Are additional chicanes desirable.
- Should the horizontal alignment be adjusted [ e.g. like Douglas Street].
- Should the sidewalks be widened.
- Should the light poles be moved.

All these considerations, and no doubt many more, need to be discussed and rendered on numerous streetscape concepts.

In addition to these aesthetic values, the practical decisions related to incoming walking\cycling trails need to be considered.

It is very difficult at this stage to speculate as to how much the design process might cost but I would estimate that an amount in the order of \$50,000 would be a reasonable amount.

### **RECOMMENDATION #4:**

If the Committee wishes to pursue further consideration of the Oak Bay Avenue project, it could refer the project to Estimates Committee with respect to hiring a consultant to further develop the proposed project.

D. Marshall B.Sc., A.Sc.T.



Director of Engineering Services





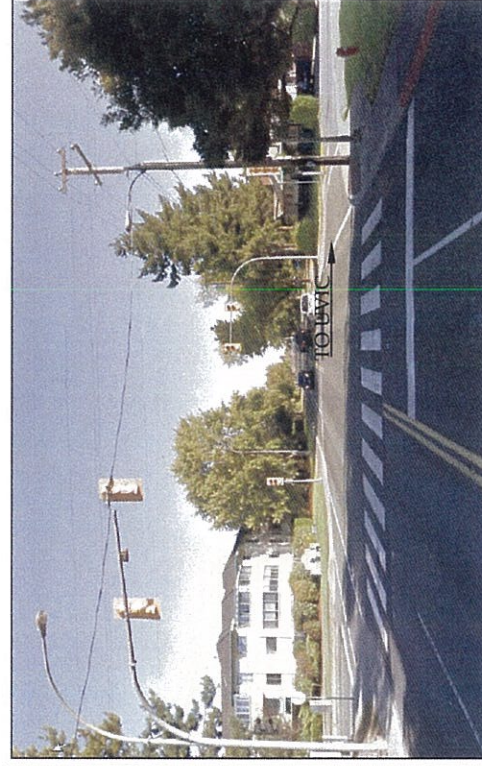
## Capital Regional District Regional Pedestrian and Cycling Master Plan



## ATTACHMENT # 1a







SHELBOURNE ST & MORTIMER ST  
INTERSECTION

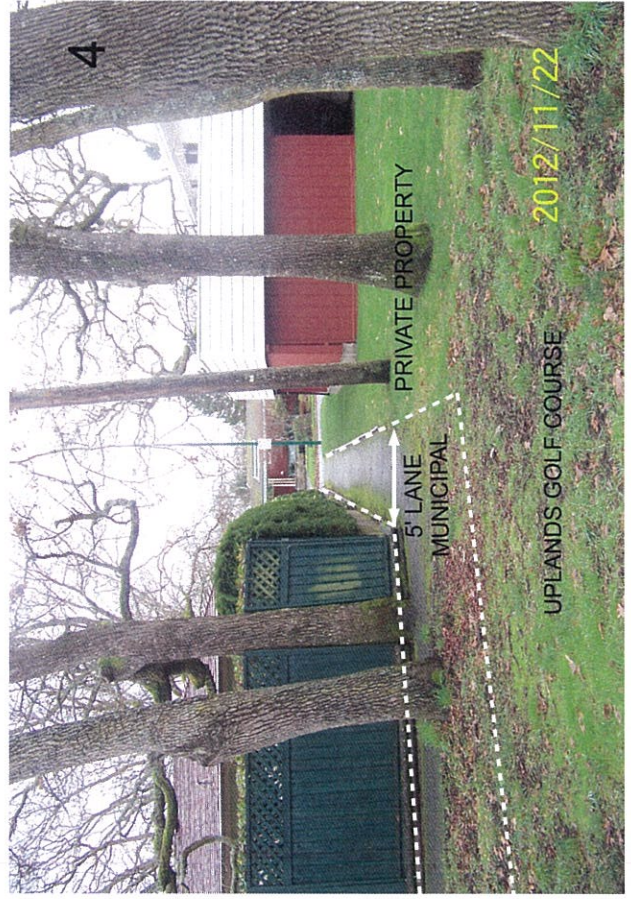
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# SECTION 1



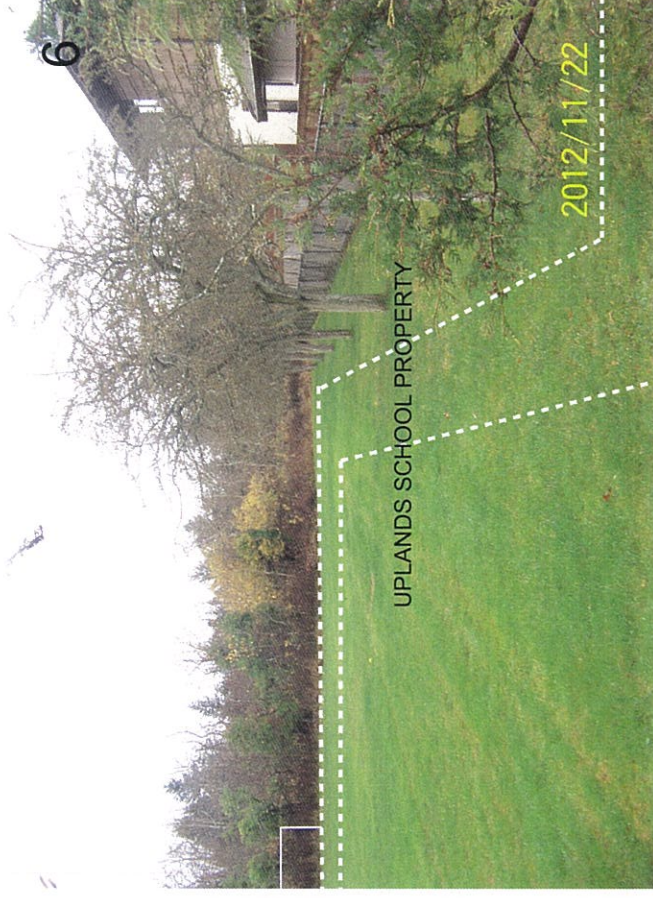


# SECTION 3

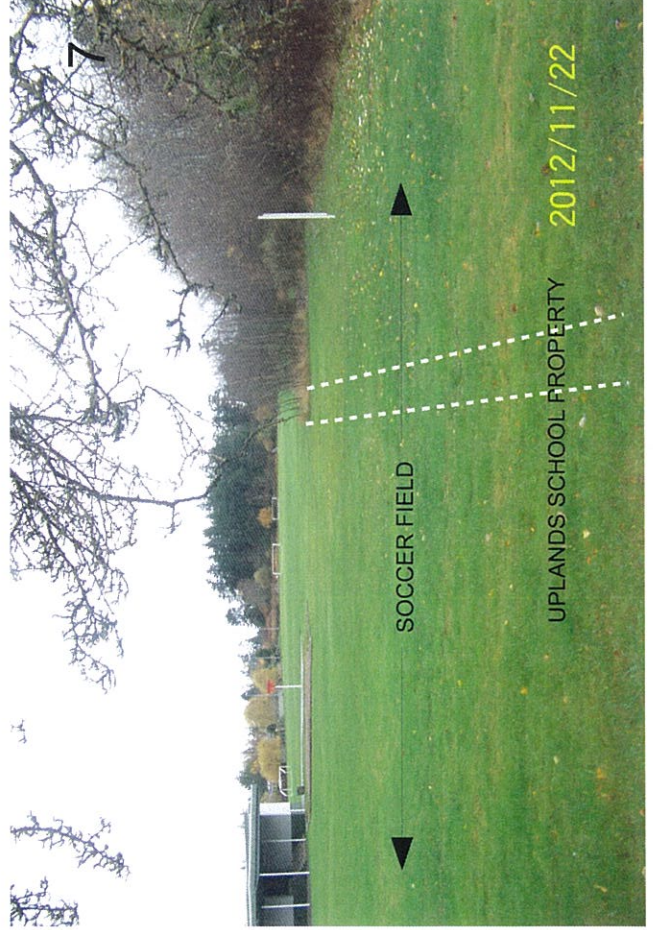
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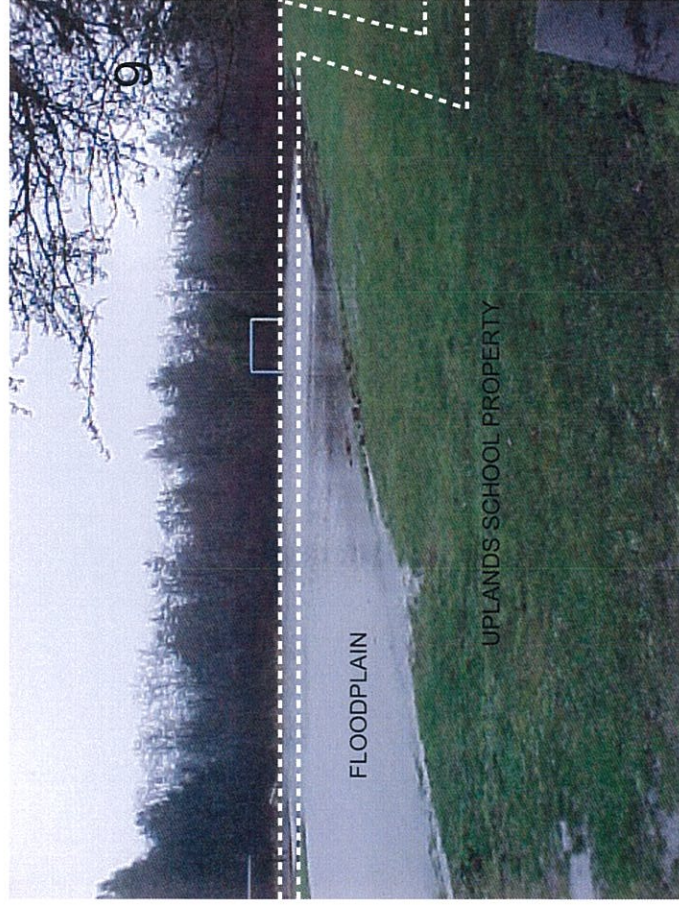


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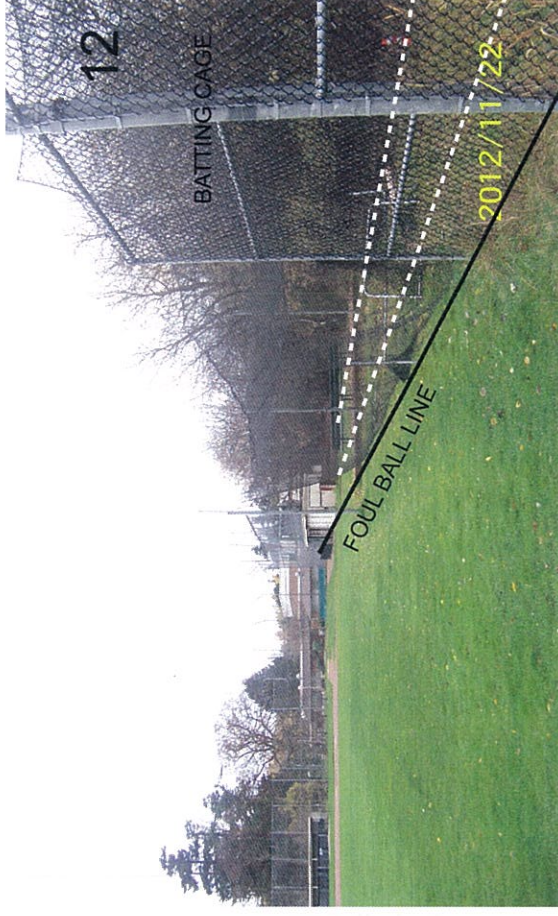
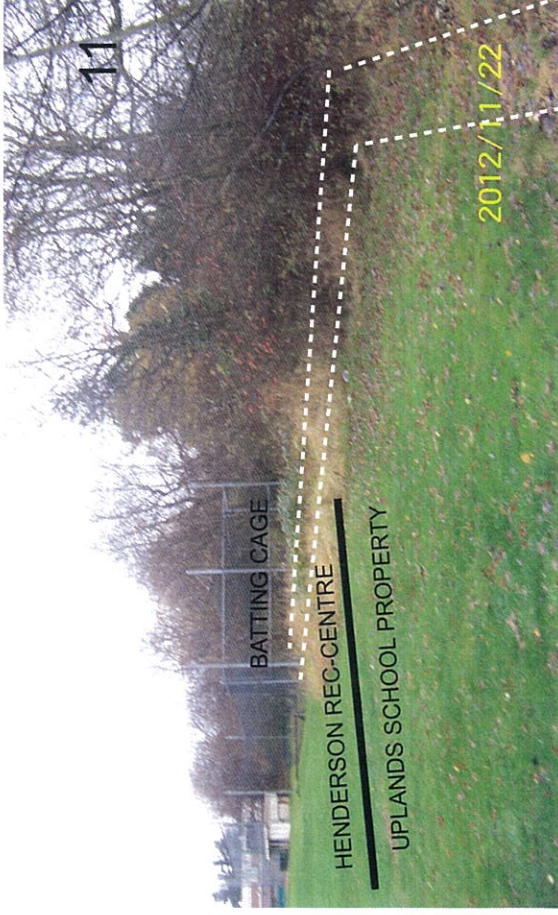


## SECTION 3





## SECTION 4



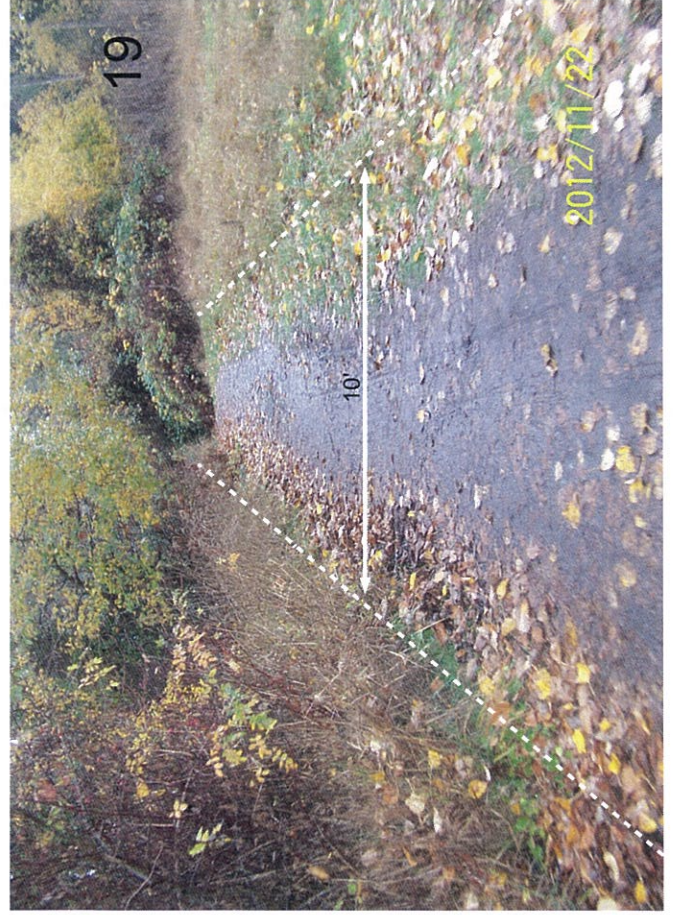
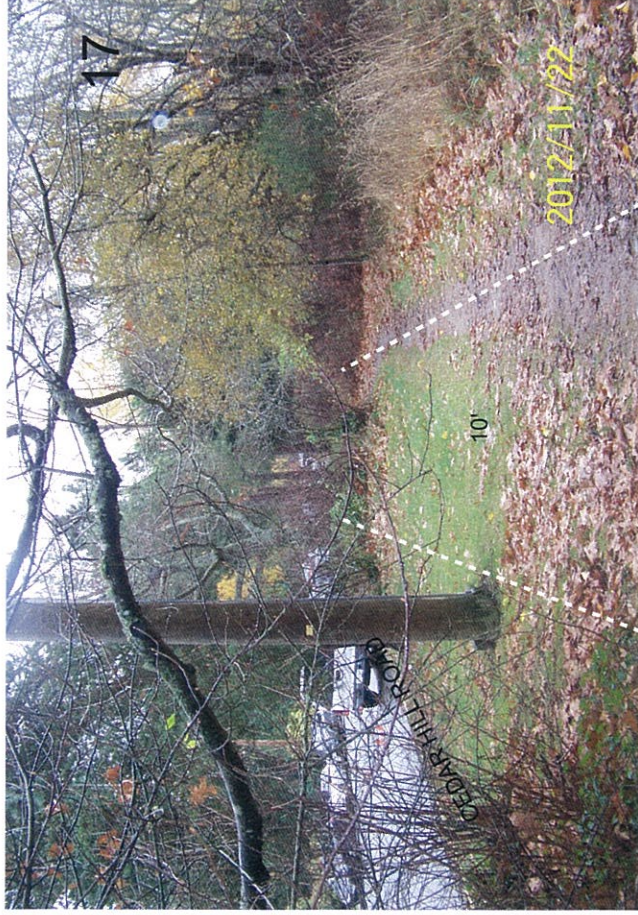


# SECTION 5





## SECTION 6





2013- 6

## Memorandum

<b>TO:</b>	Mayor and Council	<b>DATE:</b> December 4, 2012
<b>FROM:</b>	Roy Thomassen Director of Building and Planning	
<b>SUBJECT:</b>	Rezoning and Development Permit Application for 1510 Clive/2280 Oak Bay Avenue Lot 10 & 11, Section 69, Victoria District, Plan 1156 Current Zoning RM-3, Multiple Dwelling Use—3 Storey	

### Background

The owner would like to redevelop the above property with a new building substantially larger than the existing apartment. In order to accommodate the intensive development proposed a rezoning of the property would be required, and a development permit for form and character of the residential development.

The existing site is comprised of two small lots each approximately 558 m<sup>2</sup> in size for a total lot size of 1116 m<sup>2</sup>(12,000ft<sup>2</sup>). Any development for the property will involve lot consolidation of the two parcels. The current zoning for the property is RM-3, multiple dwelling use—3 storey. The existing building (Clive Apartments) contains 8 dwelling units and is two stories.

### Discussion

Review of the existing apartment building in terms of the current RM-3 zoning shows that further development to the site would be permitted. The existing apartment lot coverage could be increased by approximately 11 % from the current 24% or approximately 125m<sup>2</sup> (1350 ft<sup>2</sup>). The RM-3 zone also permits 3 storey buildings so potentially a top floor could be added along with a three storey addition for a total additional development of 585m<sup>2</sup> or 6300ft<sup>2</sup>. This further development could accommodate 8 or 9 additional suites to the apartment, based on the size of units in the new building proposed. It is likely that variances to height and setbacks would be required to facilitate further development to the existing building.

The other multi-family zone contained in the Zoning Bylaw is RM1-HD (Multiple Dwelling Use – High Density). This zoning was introduced in 2004 for a 4 unit development at 2359 Beach Drive on a relatively small residential lot. The size of the two lots in the application is similar in size to our RS-4 single family dwelling zone. The development that would be permitted under this zone would be significantly less than the intensive development that is proposed in the application.

The proposal submitted has not been designed to either of the established multiple residential zones, as suggested to the architect. Considering the intensive development proposed, one will conclude that it is not in compliance with the objectives of development permit areas for multi-residential development contained in the Official Community Plan.

The parking proposed is 13 stalls for the 23 dwelling unit building. The Parking Facilities Bylaw would require 52 stalls, therefore a variance of 39 stalls would be required for parking.

OCP excerpt:

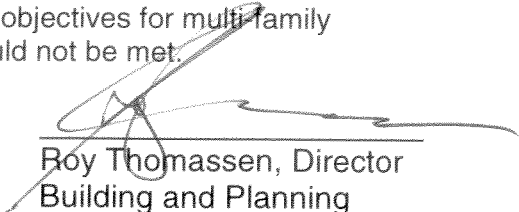
*"The objectives of the designation include ensuring that multi-family development compliments and enhances the architectural and natural landscape features of the municipality; that it minimizes externalities for adjacent lower density properties; that it provides for containment of all associated parking on-site; that it preserves view corridors; that where applicable, it respects the natural landscape including mature trees; that it maintains the sense of openness which has been characteristic of residential development in the municipality; and that it provides a quality of living environment."*

- Complementing and enhancing the architectural and natural landscape is a subjective matter that needs careful consideration; however, with the minimal front setback proposed the existing natural landscape would not be retained.
- Minimizing externalities for adjacent lower density properties has not been achieved with the rear setback proposed at 1.57 meters (5 feet) and three storey height proposed.
- Providing for the containment of all associated parking on-site has not been accommodated. For a 23 unit apartment building the parking facilities bylaw would require 52 parking stalls; the proposal is for 13 parking stalls with some bike storage.
- In terms of respecting the natural landscape, including mature trees, there is a large protected tree at the north west corner of the property which would likely not survive construction of the new building with foundations within the critical root zones. (see municipal arborist memo attached).
- Maintaining the sense of openness which has been characteristic of residential development in Oak Bay would not be achieved with the proposed three storey building with minimal setbacks.

With the proposed intensive development not meeting the objectives of the Official Community Plan an amendment to the OCP would be required if there is a desire to move this proposal forward.

### **Recommendation**

That at this time Council decline the proposal as the principal objectives for multi-family development permit areas of the Official Community Plan would not be met.



Roy Thomassen, Director  
Building and Planning

**TO:** Committee of the Whole  
**FROM:** Director of Building and Planning  
**SUBJECT:** 2025 Crescent Road  
Lot A, Section 19, Victoria District, Plan 29408  
Development Variance Permit  
**ZONE:** RS-5, One Family Residential

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**DATE:** December 24, 2012

### Background

The owner would like to modify the existing deck enclosure into living space on the top floor of the dwelling as shown on the attached drawings. The work would not meet the required setback or the permitted building height; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

### Discussion

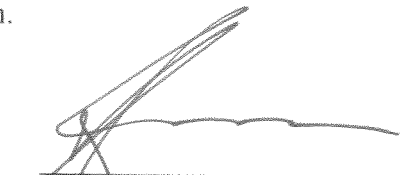
The applicants are requesting relief from the following section of Zoning Bylaw #3531:

Zoning By-law Sections	Required/Permitted	Requested	Variance
6.5.4. (3)(a) Maximum building height	7.07m(23.2 ft)	7.58m(24.9ft)	.51m(1.7 ft)
6.5.4. (11) Minimum second storey side lot line setback	3.0m(9.8ft)	2.7m (8.8 ft)	0.3 m(1.0 ft)

*\* Imperial measurements are approximate and for convenience only.*

### Recommendation

That Committee receive this report for information and direction.

  
\_\_\_\_\_  
Roy Thomassen, Director  
Building and Planning

2013- 27

**TO:** Committee of the Whole

**DATE:** December 24, 2012

**FROM:** Director of Building and Planning

**SUBJECT:** 2490 Dryfe Street  
Lot 41, Section 28, Victoria District, Plan 8600  
Development Variance Permit

**ZONE:** RS-5, One Family Residential

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### **Background**

The owner is planning to sell her property which currently has a Section 57 notice on title for contravention of municipal bylaws. The basement garage has been developed into living space and all parking on site has been eliminated. The owner proposes to reinstate one parking stall in the old driveway location and not provide any covered parking on- site; consequently variances are required from the Parking Facilities Bylaw No 3540 to accommodate this proposal.

### **Discussion**

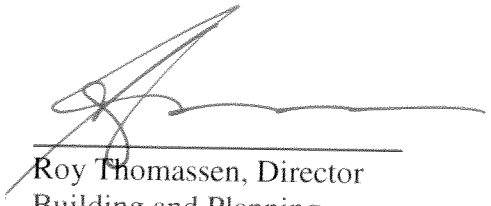
The applicants are requesting relief from the following section of Parking Facilities Bylaw #3540:

Parking Facilities By-law Sections	Required	Requested	Variance
4.7 + Schedule "A", A.1.(a) Minimum No. of Parking Spaces	2	1	*

*\*Note: The requested variance is to delete the required covered parking space and have 1 uncovered parking stall on-site.*

### **Recommendation**

That Committee receive this report for information and direction.

  
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Roy Thomassen, Director  
Building and Planning

2013- 28

**TO:** Committee of the Whole

**DATE:** January 8, 2013

**FROM:** Director of Building and Planning

**SUBJECT:** 2311 Lansdowne Road  
Lot 36, Section 31, Victoria District, Plan 7700  
Development Variance Permit

**ZONE:** RS-4, One Family Residential

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### **Background**

The owner would like to construct a dining room addition at the south east corner of the existing dwelling above an existing storage area. The proposal includes expansion to the deck area at the rear of the dwelling. Due to the topography the main floor is considered second storey based on the average grade which requires a larger setback requirement. The proposed addition would exceed the permitted floor area above .8 meters below grade, and be within the required setback; consequently variances are required from the Zoning Bylaw to accommodate this proposal.

### **Discussion**


The applicants are requesting relief from the following section of Zoning Bylaw #3531:

Zoning By-law Sections	Required/Permitted	Requested	Variance
6.4.4. (11) Minimum second storey side lot line setback	3.0 m (9.8ft)	1.79m (5.88ft)	1.21m (4 ft)
6.4.4. (6)(b) Maximum gross floor area above .8 meters below grade	360m <sup>2</sup> (3875ft <sup>2</sup> )	396m <sup>2</sup> (4260 ft <sup>2</sup> )	36m <sup>2</sup> (388 ft <sup>2</sup> )

*\* Imperial measurements are approximate and for convenience only.*

### **Recommendation**

That Committee receive this report for information and direction.

  
\_\_\_\_\_  
Roy Thomassen, Director  
Building and Planning

2013- 29

**TO:** Committee of the Whole

**DATE:** January 8, 2013

**FROM:** Director of Building and Planning

**SUBJECT:** 2092 Meadow Place  
Lot 3, Section 69, Victoria District, Plan 14293  
Development Variance Permit

**ZONE:** RS-5, One Family Residential

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### **Background**

The owner would like to replace an old deck with a larger two level deck at the rear of the existing dwelling. The proposed siting of the new deck would not meet the required rear setback; consequently a variance is required from the Zoning Bylaw to accommodate this proposal.

### **Discussion**

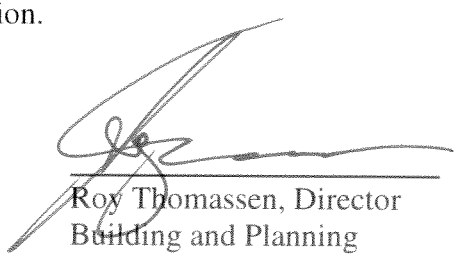
The applicants are requesting relief from the following section of Zoning Bylaw #3531:

Zoning By-law Sections	Required/Permitted	Requested	Variance
6.5.4. (2)(b) Minimum rear lot line setback	7.62m(25ft)	4.12m (13.5 ft)	3.5m (11.5ft)

*\* Imperial measurements are approximate and for convenience only.*

### **Recommendation**

That Committee receive this report for information and direction.



Roy Thomassen, Director  
Building and Planning

2013- 30

## Memorandum

**TO:** Committee of the Whole **DATE:** January 16, 2013  
**FROM:** Director of Building and Planning  
**SUBJECT:** Uplands Building Permit Application  
3110 Weald Road  
Lot D, Block 20, Section 31, Victoria Plan 2713 Portion Ex W 109

### Background

An application has been submitted to the Advisory Design Panel for renovations to the existing home located at 3110 Weald Road which is also on the Community Heritage Register. Renovations include replacement of all windows with thermal paned wood windows, deepening of a lower level window for egress; repainting of the exterior façade; addition of a door for access to the workshop; addition of a shed; the replacement of existing raised deck with an above grade patio; and the removal of an existing ramp replaced with a stairs.

This property is on the Oak Bay Heritage Register. Typically an application of this nature would be brought to Council for consideration of a temporary protection order under *Section 962* of the *Local Government Act*. To prevent substantial delay the application was considered at Heritage Commission of January 15, 2013. The Heritage Commission recommendation to Council is to approve the proposed alterations as shown on the attached drawings.

### Discussion

Attached for your information are:

- (a) The report of the Advisory Design Panel meeting of January 8, 2013 regarding the proposed work.
- (b) Reduced copies of the plans of the proposed work.
- (c) Memo dated December 19, 2012 from the Municipal Arborist regarding the trees on the subject property.

### Recommendation

THAT the proposed plans for renovations to the existing house located at 3110 Weald Road be approved as to siting and architectural design.

  
Roy Thomassen, Director of  
Building & Planning